Missouri ESSENCE Quick-start Guide
Missouri Department of Health and Senior Services
Public Health Event Detection and Assessment Program (PHEDA)
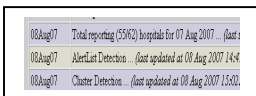(573) 751-6161   ESSENCE@dhss.mo.gov   http://www.dhss.mo.gov/ESSENCE/

Now that I have been granted access, how do I login to the ESSENCE system?

By going to the Missouri ESSENCE homepage located at http://eedweb.dhss.mo.gov/, one can access the login page. After successfully logging in, you will be taken to Missouri's homepage.

My password and/or username does not work at the login prompt, whom do I contact about this problem?

Following completion of the Automated Security Access Processing (ASAP, https://webapp02.dhss.mo.gov/asap_web/ASAPLogin.aspx) submission, ESSENCE will contact you with your unique username and password. If you have forgotten your password, please contact ESSENCE@dhss.mo.gov to have the information resent. Please make sure that you keep this information secure and that you do not share passwords with colleagues.

How do I know when the previous day's data has loaded and the flags have been generated?

08Aug07 Total reporting (55/62) hospitals for 07 Aug 2007 ... (last s	On the ESSENCE homepage, three lines of information will show you the progress
08Aug07 AlertList Detection ... (last updated at 08 Aug 2007 14:4	of the data loading and its statistical analysis. For the previous days data to be available
08Aug07 Cluster Detection ... (last updated at 08 Aug 2007 15:02,	for viewing, all three of the lines must be recorded as the **current date**.

I do not have access to all emergency department (ED) data for hospitals in the state of Missouri, why is this?

By design, the Missouri Department of Health and Senior Services (DHSS) will *restrict access to patient level data* depending upon the level of access needed by the subscriber to the system. As ESSENCE Policies and Procedures (http://www.dhss.mo.gov/ESSENCE/PoliciesProcedures.pdf) currently state, local public health agency (LPHA) and DHSS employees will be given access to statewide data while those individuals representing hospitals will be limited to those patients seen in their ED or an ED of their hospital group. It should be noted that these other regions and hospitals will be "selectable" in certain fields, however the data will not be observable except in aggregate form. If you are concerned that your hospitals data may be seen by others or that you are able to view patient-level data from ED's not associated with your institution, please contact PHEDA at (573) 751-6161 or ESSENCE@dhss.mo.gov so we can resolve any possible security issues.

How do I observe flagging events for my hospital/jurisdiction?

Log on to the system as described above. Click on the **Alert List** icon from the toolbar. In the ESSENCE system, "flagged" events will be noted by either yellow (moderate) or red (high) symbology whether it is representative stars or points on a graph or tabular values being highlighted in that color (for complete definitions, please see **Detector Algorithm** definitions on the top toolbar). The following page will include all of the respective regions and their flagging events for each of the itemized syndromes. By clicking on the **Hospital/Syndrome** icon, flagging events for your respective hospital will be displayed on the subsequent screen depending upon the scope of your access. Conversely, you can obtain the data for a given region by clicking on **Region/Syndrome** icon. In this case, regions represent Missouri counties.

How can I view individual cases for a given day at a hospital?

On the home page, click **Query Portal**. Scroll to **ER data by hospital**, then **hospital** and finally select your hospital of interest. You will be asked for information on the syndromes you would like to view, sex, age, dates and

if there were any specific medical subgroupings you are interested in. Please note that selecting multiple subgroupings may lead to duplicate cases in your final analysis. A graph representing the dates and data selected will appear with a data table listed below. Selecting **Data Details** or clicking on the graph will allow you to see individual cases for that date in that hospital's ED. Conversely, on the home page, click on **Overview Portal** and this will provide the data broken down into each of the syndrome groups. Clicking on the graph's data point will bring that representative data to view.

Can I search for key words in the chief complaints of ED patients?

Yes - On the home page, click **Query Portal**. Scroll to **ER data by hospital**, then **hospital** and finally select your hospital of interest. Select **Chief Complaints** at the medical subgroupings que and enter the key word or words in the **Select Chief Complaints** field. Directions for how these terms must be entered are included in the field description and must be followed closely for the database to be queried most effectively. On this page, you will also be able to limit your search to given time frames, ages, etc. A complete list matching ED visits will be displayed for further drill down capability.

Can I view data by a patient's area of residence rather than just by a hospital?

Yes **-** By selecting the **Query Portal**, you can select the data source as **ED data by Patient Location** and selecting what data fields you would like displayed, either by syndrome, subsyndrome or chief complaints (keyword).

How do I create a report for ESSENCE syndromes?

On the ESSENCE homepage, select the **Overview Portal**. The nine ESSENCE syndrome groups will be represented. By selecting the **Configuration Options** box directly above the figures will allow for the data to be filtered, as the user would like.   An additional method of retrieving this data is by using the **Matrix Portal** located on the ESSENCE homepage. By entering this page, you can customize your graph by such things as described above. *By holding the shift key, multiple selections in a given field can be made when allowed by the system.*

I routinely run the same analyses, is there a way to save or bookmark these to save time?

After running your query that you would like to save, name your bookmarked search and click the **Bookmark Page** icon located below the main toolbar at the top of the page. To access this search in the future, click on the **Bookmarks** icon in the main toolbar and select your chosen saved query.   By choosing the **Select** feature, the data presented will be as saved the day the bookmark was created. By selecting the **Today** feature, data will be updated to include all available to today's date. After accessing the data, it can be further refined using the **Configuration Options** box located above the data figure.

Can I create a map of syndrome values for my region?

At the ESSENCE homepage, click the **Map Portal** icon. Select the syndrome and dates you want to be expressed within the map and submit. A map will be created using these values. By creating a box using the crosshairs around a given area of Missouri, the view will be magnified. The toolbar on the right will allow the user to select other layers to be expressed on the map.

I have a question on how to perform a specific function in ESSENCE, whom can I contact for help?

With any questions concerning the function of ESSENCE or questions about its capabilities, please contact the PHEDA support staff at ESSENCE@dhss.mo.gov or if you need immediate help or concerns, please call (573) 751-6161. Additional information, including a complete Missouri ESSENCE User's Guide and a further description of Missouri's syndromic surveillance program is located at the Missouri ESSENCE homepage http://www.dhss.mo.gov/ESSENCE/. Another method of contacting us is within ESSENCE itself. When you click on the **Questions or Problems?** within ESSENCE, an email is sent directly to ESSENCE with your question and also contains a weblink that allows PHEDA to visualize your question in the ESSENCE system.